

ALPHABETICAL ORDER WORKSHEET

Functional Skills English Entry 3

Name: _____ Date: _____

Part A: Multiple-Choice Questions

Circle A, B, C or D.

1. Which set is in the correct alphabetical order?
A. cat, apple, dog **B.** apple, cat, dog **C.** dog, cat, apple **D.** cat, dog, apple
2. Which word comes first in alphabetical order?
A. table **B.** apple **C.** door **D.** chair
3. If the first letters are the same, what should you look at next?
A. the last letter **B.** the second letter **C.** the longest word **D.** the capital letter
4. Which word comes first?
A. shop **B.** show **C.** ship **D.** shut
5. Which order is correct?
A. train, trap, trade, travel **B.** trade, train, trap, travel **C.** travel, trap, train, trade **D.** trap, travel, trade, train

Part A: Multiple-Choice Questions Continued

Circle A, B, C or D.

6. Which word comes after clean?
A. clear **B.** clerk **C.** clever **D.** chair
7. Why is alphabetical order useful?
A. to make words longer **B.** to find words quickly **C.** to change spelling **D.** to write opinions
8. Which order is correct?
A. green, greet, great **B.** great, green, greet **C.** greet, great, green **D.** great, greet, green
9. If one word is shorter and all its letters match the start of another word, which comes first?
A. the longer word **B.** the shorter word **C.** the word with more vowels **D.** the word with a capital letter
10. Which list is in alphabetical order?
A. bring, brick, bright **B.** bright, bring, brick **C.** brick, bright, bring **D.** bring, bright, brick

Part B: True or False

Write True or False for each sentence.

1. Alphabetical order means A to Z.

True / False: _____

2. If two words start with the same letter, you should look at the second letter.

True / False: _____

3. The word zebra comes before apple.

True / False: _____

4. The correct order is cat, dog, fish.

True / False: _____

5. If the first two letters are the same, you may need to look at the third letter.

True / False: _____

6. Alphabetical order can help you find words in a dictionary.

True / False: _____

7. In alphabetical order, chair comes before banana.

True / False: _____

8. The correct order is ship, shop, show, shut.

True / False: _____

9. The correct order is plan, plant, plate, play.

True / False: _____

10. You should always choose the longest word first.

True / False: _____

Part C: Quick Practice

Put each set of words in alphabetical order.

1. book - bag - bus - box

Answer: _____

2. phone - photo - phrase - place

Answer: _____

3. street - string - strong - study

Answer: _____

4. clean - clear - clerk - clever

Answer: _____

5. train - trade - trap - travel

Answer: _____